

Child Care Subsidy (CCS) Governance

To comply with legislation when either applying or maintaining the Child Care Subsidy (CCS) a CCS Governance Policy is required. Our policy covers: evidence ensuring ongoing compliance with family assistance law, organisation size and structure, decision making, employment procedures, operational structure, financial viability and risk management.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

2.1	Provider approvals
2.2	Service approvals
Division 1	Applications for Service approvals
Division 3	Transfer of Service approvals

RELATED POLICIES

Fee Payment Policy

Enrolment Policy

Record Keeping and Retention Policy

Governance Policy

PURPOSE

Our Service aims to comply with the Child Care Subsidy legislative requirements associated with operating a fee reduction Service for eligible families. We will continuously examine our business and Service model to identify opportunities to cater to the needs of our families and community.

SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

APPROVED PROVIDER DETAILS

To claim Child Care Subsidy, our Service must be approved by a delegate of the Secretary of the Department of Education and Training by showing the required evidence and information to ensure ongoing compliance with the family assistance law.

Required information includes:

Provider & Service Approval Number	PR-00004684		
Business Name	Sproson Nominees Pty Ltd		
Trading Name	Our Learning Steps Childcare and Kindergarten		
Contact Person	Peter Colliver		
Telephone	03 9776 0408		
Mobile	0418 18 4567		
Email	admin@ourlearningsteps.com.au		
Address	2-4 Old Wells Road, Patterson lakes, VIC, 3197		
NQA ITS Details	Are you registered? YES		
Provider Entity Name	Sproson Nominees Pty Ltd ATF Sproson-Colliver Unit Trust		
ABN	58288094125		
Relevant Entity Documents (Financial Statements, signed partnership agreement etc) provided	YES		
PRODA RA Number and Contact Details	4981713598		
Working with Children Check	WWCC 03844532	Expiry Date 22/3/2023	State/Territory Victoria

Details in which the provider or their personnel have an interest	Approved Provider
External Management Organisation	No
Number of years of operation	5

[The approved Service can only be operated by the Approved Provider and must continue to be delivered as the same type of service that was approved. If the Service is sold to another provider, that provider will need to obtain its own separate approval and continue to comply with any conditions of their approval.]

OUR SERVICE AND BUSINESS STRUCTURE

The following information describes the type and size of our childcare service operation, including: personnel, recruitment and professional development strategies, fee structure, philosophy and financial position.

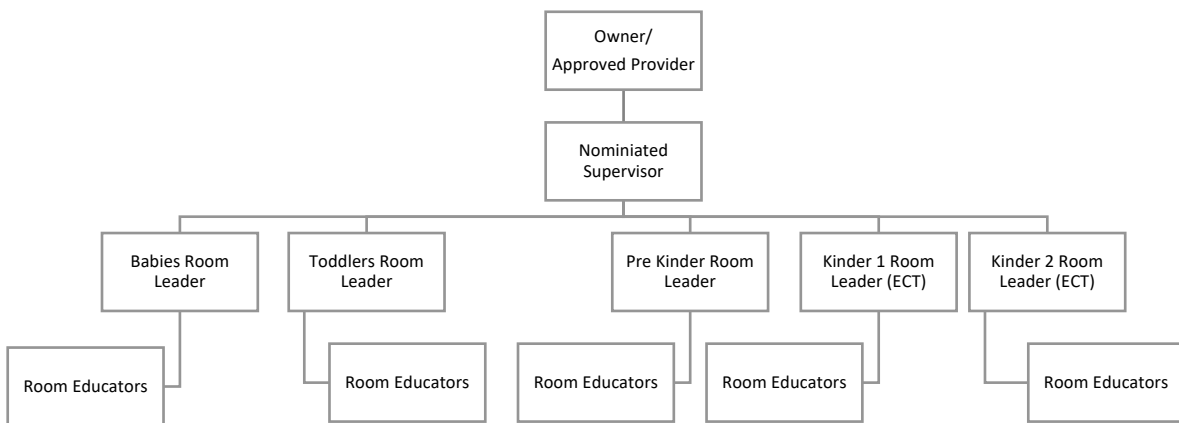
Entity Type (Partnership, Private Company, Sole Trader, Public Company etc)	Private Company
Information provided with application for provider approval	Yes
Number of Managers	2
Number of operation personnel	14
Recruitment and Professional Development Plans	Held
Structure of the business	See diagram on next page.
Number of sites and locations	1 location
Service Type	Long Day Care

OPERATIONAL STRUCTURE

Days of Operation	Monday to Friday
Hours of Operation	7:00am to 6:00pm each day
Weeks of Operation	52 weeks per year – closed public holidays
Fee Schedule	Daily fees - \$122 per session 50 hours per week - \$121 per session Casual fees - \$122 per session Holiday Rate - \$80 per session
Number of Licensed Children	64

Services Provided	- Childcare and Funded Kindergarten Program	
Current Employees & Qualification	Name	Qualifications
	See staffing records	
Collection of Fees	Fees are collected by Direct debit	
Liabilities	Nil significant	

Organisational Structure Diagram [Decision making hierarchy]



FINANCIAL OBJECTIVES

Our primary target for 2019 is to maintain enrolment placements above 90%

To achieve the above result, we routinely utilise the following promotional strategies:

Word of mouth of quality of care and practice. Advertising not required.

To maintain a competitive position within our marketplace fees are reviewed annually and all associated functions are governed by our ‘Payment of Fees Policy’. This includes; management of fee increases, the collection of a Bond, collection of late fees, absences and public holidays.

NON-COMPLIANCE RISK MANAGEMENT

To ensure our continued commercial, operational and financial viability our Service will maintain a current Quality Improvement Plan, Professional Development and Training Plan, Personnel files, Professional Indemnity and Public Liability Insurance and a Child Care Management System.

TYPE OF RISK	PREVENTION / STRATEGIES IN PLACE	ACTION TO BE TAKEN
CCS Compliance	Kidsoft	Regularly check enrolment days, repond quickly to parent requests for CCS
Insurances	As retained	Renewed annually
Service Competition	See QIP	Monitored in staff meetings, management meetings
Submission of attendees	Submitted automatically each Friday/Saturday	Ongoing
Submission of vacancies	Managed by CCS Software	Ongoing
Staff Skills and Knowledge	Professional plan and review process.	Six monthly
Accurate Data Reports	Managed by CCS Software	Weekly

NOTE: As with any business changes, you may want to seek further guidance from your financial management team, legal advisor, management committee, board, accountant and/or other financial advisor as to how these changes may specifically affect your Service.

SOURCE:

Business Plan https://docs.education.gov.au/system/files/doc/other/business_plan_template.pdf

Australian Department of Education and Training <https://www.education.gov.au/child-care-providers>

Child Care Provider Handbook https://docs.education.gov.au/system/files/doc/other/child_care_provider_handbook.pdf

Becoming a Child Care Subsidy approved child care service <https://www.education.gov.au/becoming-child-care-subsidy-approved-child-care-service>

Building a Business Model https://gowriensw.com.au/images/pdf/Factsheet2_Final_Building_a_Business_Model.pdf

Setting up for the child care package <https://www.education.gov.au/transitioning-new-child-care-package>

Child Care Services Business Support Resource – A guide for considering your business https://docs.education.gov.au/system/files/doc/other/business_support_resource_1.pdf

REVIEW

POLICY REVIEWED	OCTOBER 2018	NEXT REVIEW DATE	OCTOBER 2019
MODIFICATIONS	New Policy DRAFT		
POLICY REVIEWED	NOVEMBER 2018	NEXT REVIEW DATE	OCTOBER 2019
MODIFICATIONS			